

## Introduction

With the **Schoolwires® Blogs Premium Enhancement Module**, you can post content updates, accept comments and maintain blogs within your organization's website powered by **Schoolwires**.

**Schoolwires Blogs** (short for **Web log**) Module allows you to:

- Create subject-specific blogs by adding *Blog Pages* to your website.
- Publish blog postings without technical know-how or additional editing/file transfer software.
- Post visitor comments while retaining control through approval.
- Catalogue your blogs automatically by month posted and by recent postings.
- Share updates with visitors through RSS (web feed) technology by feeding postings to newsreader software or portal websites.


You might use blogs to:

- Promote literacy by encouraging reading and writing.
- Provide immediate feedback.
- Facilitate cooperative learning activities.
- Create a forum for students to express themselves while still retaining control.
- Improve and promote communications with parents and the community.

There are many informative websites on the Internet that address the use of blogs in education. **Schoolwires** invites you to explore the possibilities.


If your organization has purchased the *Blogs Premium Enhancement Module* and a Site Director or Subsite Director has enabled blog editing for the *section*, a *Blog Page* type will be available in the *Section Workspace*. See Chapter 6: “**Site Manager**—Channel Workspace” and Chapter 15: “Section Management” for more information on how blog editing is enabled.)

Exhibit 19-1 illustrates what a *Blog Page* might look like on the end user website.

 Subscribe

Monday, May 15, 2006 9:30 AM

## Frogs & Salamanders Safari



Frogs and Salamanders live in and near water holes, such as streams and lakes. They are small slimy creatures that inhabit Pennsylvania's waterways.

Posted by Craig at 9:30 AM

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7 Approved Comment(s)

**Craig said...**  
I like frogs. They keep the insect population down.  
Posted on Wednesday, May 10, 2006 12:00 AM

**Karen said...**  
I got bit by a frog once.  
Posted on Wednesday, May 10, 2006 12:00 AM

**Patti said...**  
Did you ever read "The Mysterious Tadpole" (I think that's the name of the book) by Steven Kellogg?  
Posted on Wednesday, May 10, 2006 12:00 AM

**Craig said...**  
Frogs are nice creatures.  
Posted on Thursday, May 11, 2006 12:18 PM

**Tom said...**  
I didn't realize that the tails fall off.  
Posted on Friday, May 19, 2006 6:00 PM

### Recent Postings

[Frogs & Salamanders Safari](#)  
[Monarchs in the Classroom](#)

### Postings by Month

[May 2006](#)  
[April 2006](#)

Exhibit 19-1: Blog Page on the end user website

## Adding a New Blog Page

If your organization purchased the **Schoolwires Blog Premium Enhancement Module** and blog editing is enabled for the *section*, you can add a *Blog Page* just as you would add any other *page type*.

To add a new *Blog Page*:

1. Access the *Section Workspace*.
2. Click on the *New Page* button on the *Manage Pages* tab or the *Pages* drop-down menu. When using the *New Page* button, a window like the one shown in Exhibit 19-2 will display. When using the *Pages* drop-down menu, a window like the one shown in Exhibit 19-3 will display.

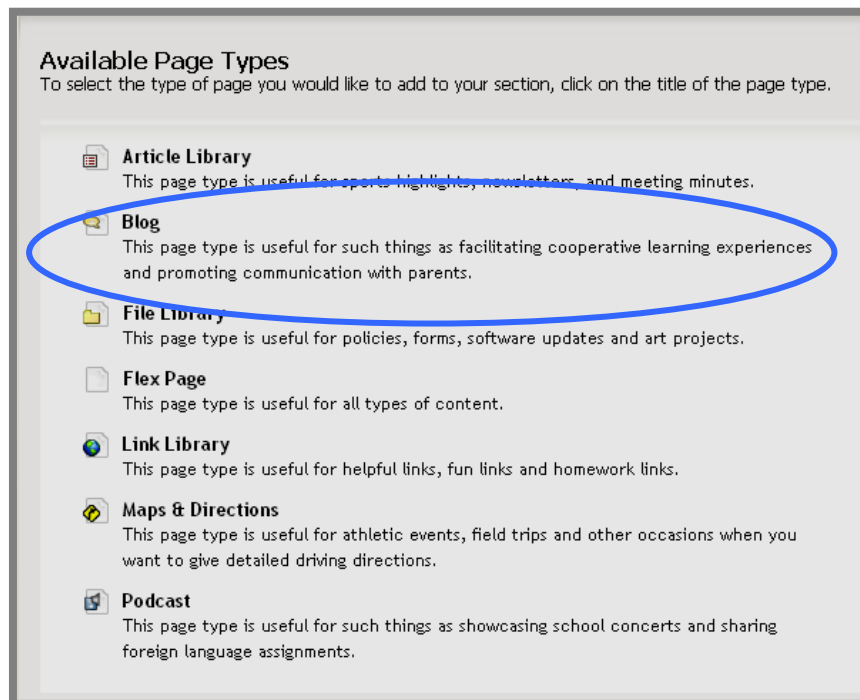


Exhibit 19-2: Page Types window without calendar page

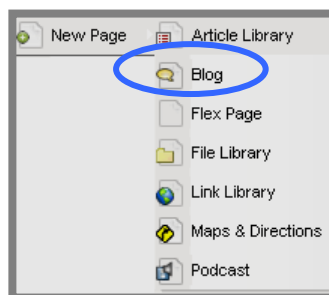


Exhibit 19-3: Pages drop-down menu without calendar page

3. Click on the *Blog Page* type. An *Add Blog Page* window like the one shown in Exhibit 19-4 will display.

**Add Blog Page**  
Enter the name of your Blog Page below.

**Page Name:**  
This is the page name users will see in your section navigation.

Reminder only displays if you are using section hierarchy

**Section Hierarchy List Reminder:**  
Since you are using hierarchy navigation rather than automatic navigation, you must manually add this page to the hierarchy.

Save Cancel

**Exhibit 19-4: Add Blog Page window**

4. Enter a Page Name for the *Blog Page* you are adding.
5. Click on the *Save* button. The *Section Workspace (Manage Pages* tab) will return as the active window. The *Blog Page* you added will show under the Current Pages. Its status will be active.

**TIP:** Schoolwires recommends you make the *Blog Page* inactive until you are finished working on it by clicking in the checkbox to the left of "Active." The "Inactive" status will display, and the *Blog Page* will not be visible on the end user website.

**Note:** If your *section* has an active Hierarchy List, you will need to manually add the new *Blog Page* to the Hierarchy List to make your *page* accessible on the end user website. If you have an active Hierarchy List, you will see a reminder like the one shown in Exhibit 19-4. See Chapter 9: "Edit Site and Section Hierarchy Navigation" for more information.

## Adding a New Posting

A *Blog Page* is a collection of postings just as an *Article Library* is a collection of articles. A posting is an entry of information into a *Blog Page*. Until you add a posting to a *Blog Page*, it is empty.

Visitors can post a comment from the end user website if comments are enabled by the author. Comments must be approved by an editor with privileges for that workspace before they will appear on the end user website.

To add a new posting:

1. Once you have added a *Blog Page* using the *New Page* task, access the *Section Workspace*.
2. Click on the Page Name for the *Blog Page* to which you want to add a new posting. A *Postings* window like the one shown in Exhibit 19-5 will display.

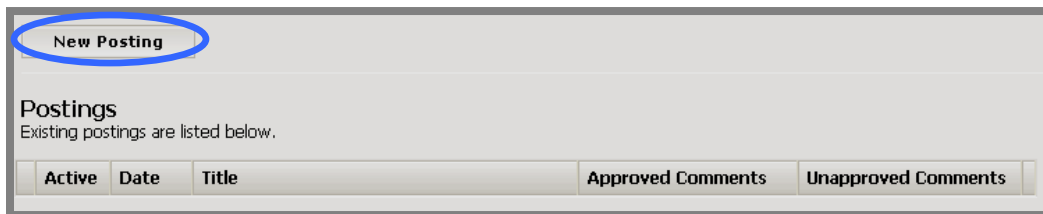


Exhibit 19-5: Postings window


3. Click on the *New Posting* button. A *New Posting* window like the one shown in Exhibit 19-6 will display.

Exhibit 19-6: New Posting window

The window consists of four tabs. The tabs are:

- *General* tab—enter the posting title, date, time and date/time format. You can make the posting Active or Inactive. The *New Posting* window will open to this tab. All fields are required.
  - *Posting* tab—enter the posting content into the **Schoolwires Editor**.
  - *Comments* tab—determine whether to allow visitors to post comments to the posting. If comments are allowed, select who can add comments by choosing the appropriate roles.
  - *Author* tab—enter the name and email address for the posting author. Both fields are required.
4. The *New Posting* window will always open on the *General* tab as shown in Exhibit 19-6. All fields on this tab are required.
- a. Enter the Title for the new posting.
  - b. The Date field will be populated with today's date. Edit the date as required.

Note: The date will appear at the top of the posting. It will also determine in which month the posting will be archived on the end user website under *Postings by Month*. It does not, however, effect the date on which the posting will display on the end user website.

**TIP:** Clicking on the calendar icon  will bring up a calendar that you can use to select the desired date.

- c. Select the desired time by clicking on the Time drop-down list.
- d. Select the desired date and/or time format by clicking on the Format drop-down list.

**TIPS:** If you select a format containing the time, the selected time will appear at the top and bottom of your posting as shown in Exhibit 19-1.

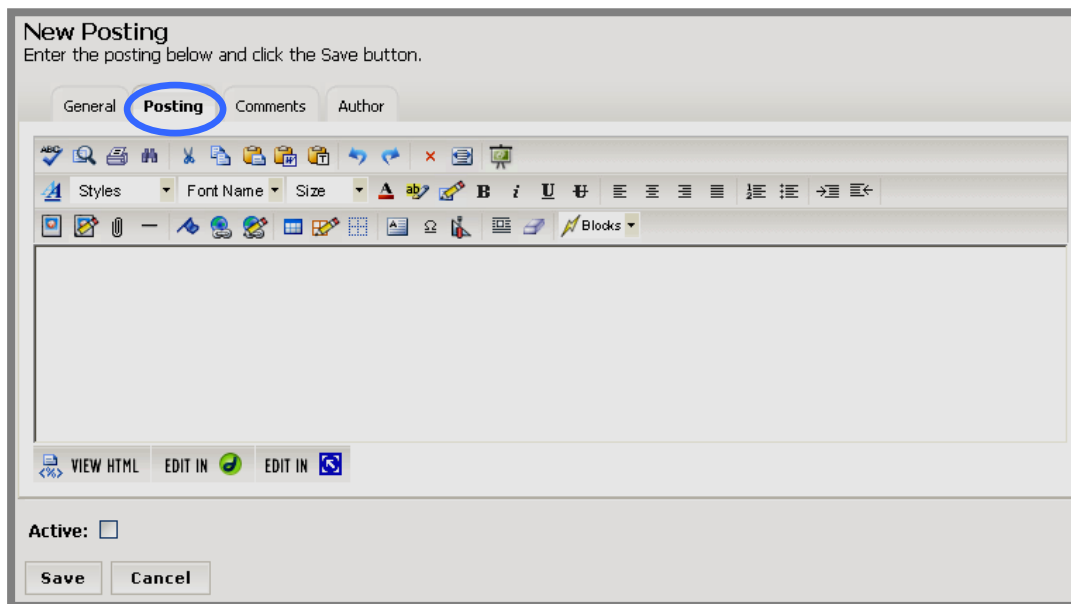
While the posting is under construction, leave the Active checkbox unchecked. Remember to make it Active or it will not appear on the end user website.

Note: If you do not complete the required fields OR if you do not enter the date as mm/dd/yyyy, an error message like the one shown in Exhibit 19-7 will display.



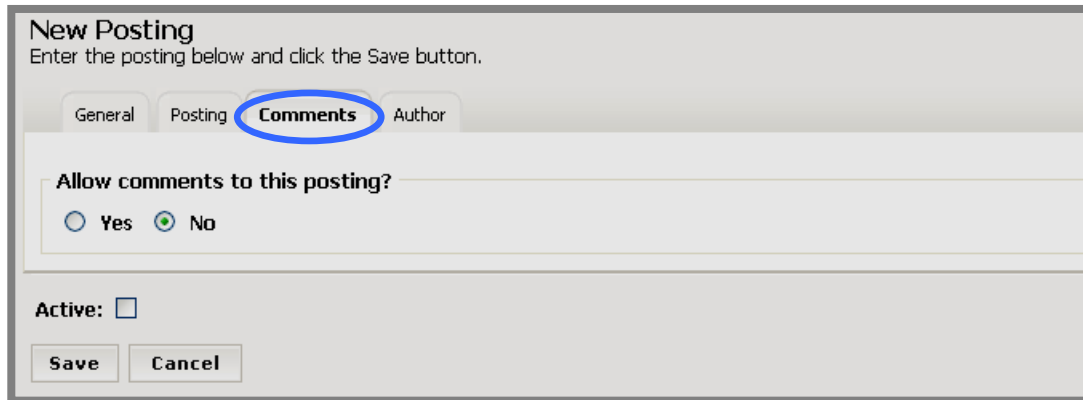
**Exhibit 19-7: General tab error message**

5. Click on the *Posting* tab. A **Schoolwires Editor** like the one shown in Exhibit 19-8 will display within the tab. Enter the posting content into the **Schoolwires Editor**. See Chapter 8: "Working with the **Schoolwires Editor**" for more information.



**Exhibit 19-8: Posting tab**

6. Click on the *Comments* tab. A window like the one shown in Exhibit 19-9 will display within the tab. Here you choose whether to *allow comments to this posting*.



**New Posting**  
Enter the posting below and click the Save button.

General Posting **Comments** Author

**Allow comments to this posting?**

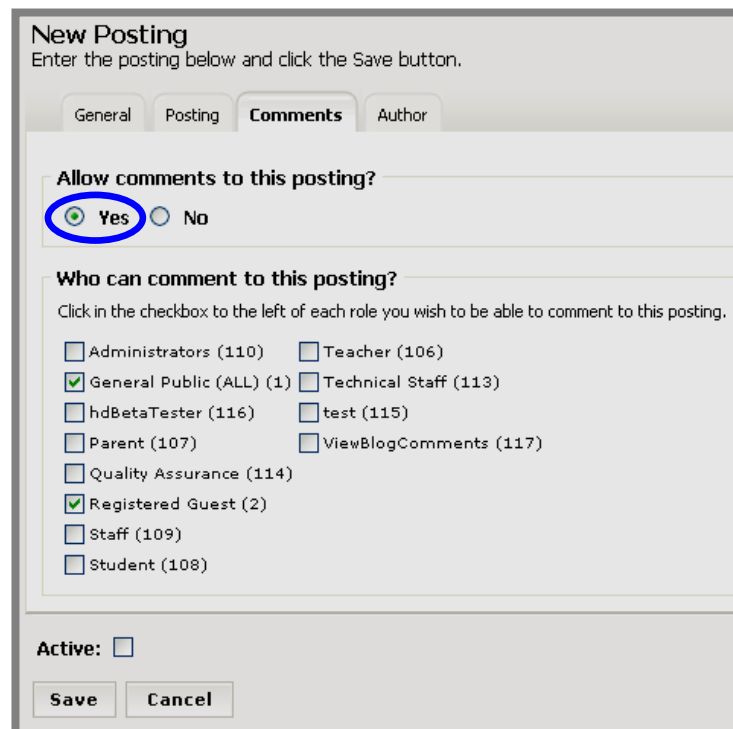
☐ Yes ☒ No

Active: ☐

Save Cancel

Exhibit 19-9: Comments tab

- a. *No*. If you do not want to allow visitors to post comments, leave the “No” radio button selected as shown in Exhibit 19-9.
- b. *Yes*. If you wish to allow visitors to comment on the posting click in the “Yes” radio button. The *Comments* tab will expand as shown in Exhibit 19-10. You can determine *Who can comment to this posting?* As you can see, if desired, you can use roles to limit who can post a comment. Select role(s) by clicking in the checkbox to the left of the desired role(s). See “Posting a Comment” later in this chapter for more information on how visitors post a comment on the end user website.



**New Posting**  
Enter the posting below and click the Save button.

General Posting **Comments** Author

**Allow comments to this posting?**

☒ Yes ☐ No

**Who can comment to this posting?**  
Click in the checkbox to the left of each role you wish to be able to comment to this posting.

<input type="checkbox"/> Administrators (110)	<input type="checkbox"/> Teacher (106)
<input checked="" type="checkbox"/> General Public (ALL) (1)	<input type="checkbox"/> Technical Staff (113)
<input type="checkbox"/> hdBetaTester (116)	<input type="checkbox"/> test (115)
<input type="checkbox"/> Parent (107)	<input type="checkbox"/> ViewBlogComments (117)
<input type="checkbox"/> Quality Assurance (114)	
<input checked="" type="checkbox"/> Registered Guest (2)	
<input type="checkbox"/> Staff (109)	
<input type="checkbox"/> Student (108)	

Active: ☐

Save Cancel

Exhibit 19-10: Comments tab with comments allowed



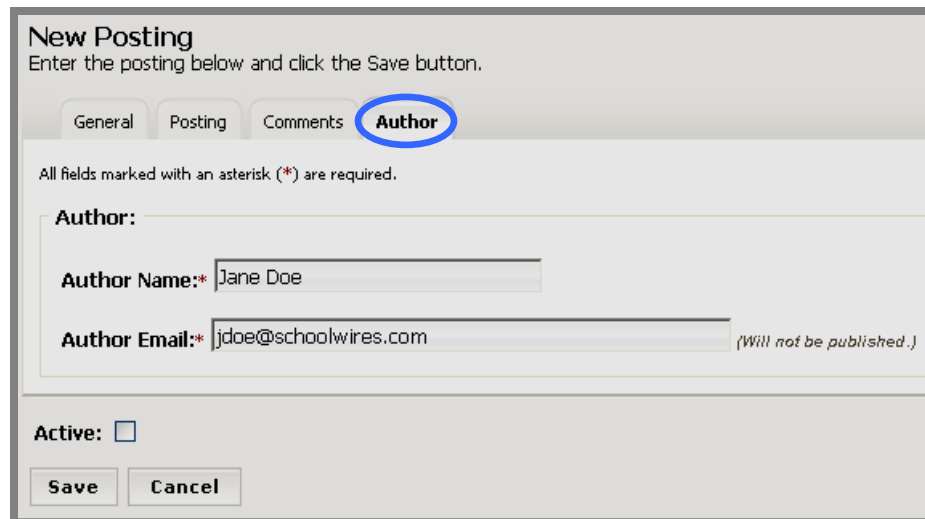
Note: For a *Blog Page*, you can use roles two different ways:

1. Here on the *Comments* tab, you can use them to *limit who can post comments* to this blog posting.
2. When you select viewing permissions (roles) on the *Page Options* window, you can use them to limit who can view the entire *Blog Page*. You do this the same way as you do for any *page* type in your *section*.

For instance, you might allow all visitors to view the *Blog Page*, but only allow users who are signed in and have the teacher role to post comments to this particular posting.

If you allow comments, remember that the comments will not appear on the end user website until you approve them. See “Moderating Comments” later in this chapter for more information on the approval process.

7. Click on the *Author* tab. A window like the one shown in Exhibit 19-11 will display. Both fields are required.



**Exhibit 19-11: Author tab**

- a. The Author Name field will be populated automatically with the first and last name of the editor adding the posting. Edit the name as required.
  - b. The Author Email field will be populated automatically with the email address of the editor adding the posting. It will not appear on the end user website. Edit the email address as required.
8. Click on the *Save* button. The *Postings* window will return as the active window. If the posting and *Blog Page* are active, you can view the change on the end user website.

**TIPS:** If you do not see a posting or *Blog Page* on the end user website when you expect to see it, check to be certain it is active.

If your organization has purchased the E-Alerts enhancement module, you can create a Content E-Alert for the posting. See Chapter 8: “Working with the **Schoolwires Editor**” for more information.